

**CANDIDATE FILING CHECKLIST**  
**NOVEMBER 8, 2011 SPECIAL RECALL ELECTION**  
**STATE SENATE, LEGISLATIVE DISTRICT 18**  
(REVISED 7/13/11)

**1. STATEMENT OF ORGANIZATION OR \$500 THRESHOLD EXEMPTION STATEMENT.**

- ☐ A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed BEFORE accepting contributions, making expenditures, distributing campaign literature or circulating petitions.
  - ☐ Candidate political committees use the Secretary of State web-based campaign finance reporting system to file or amend their Statement of Organization or \$500 Threshold Exemption Statement.
- ☐ The candidate filing period for all other documents begins **August 10, 2011 at 8:00 a.m.** and ends **September 9, 2011 at 5:00 p.m.**
  - ☐ Candidates (or their representatives) must present ALL of the necessary paperwork at one time.
  - ☐ Candidates will be taken on a first-come, first-served basis.
  - ☐ The Secretary of State's staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary.
  - ☐ Avoid the wait by filing early in the candidate filing period.

**2. NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION AND CAMPAIGN FINANCE LAWS STATEMENT**

(All three of these are on the same one-page form)

- ☐ Make sure to answer every question and fill in every blank.
- ☐ Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- ☐ The candidate must sign the form and have the signature notarized.\*

**3. CANDIDATE FINANCIAL DISCLOSURE STATEMENT**

- ☐ Covers 12-month period preceding the filing (this is a different time period from the public officer filing in January).
- ☐ The candidate must sign the form and have the signature notarized.\*

**4. NOMINATION PETITIONS**

- ☐ The candidate must file at least 621 signatures. If there are too few, the Secretary of State cannot accept the nomination papers.
- ☐ Check to see that the circulator portion on the back of each petition is complete:
  - ☐ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
  - ☐ Did the circulator sign the back of each petition?
- ☐ Check to see that the signature portion of each petition is complete:
  - ☐ Is there a date for each signature?
  - ☐ Is there an actual residence address including city or town, or a description of the residence location, or Arizona post office box for each signature?

\* The Secretary of State's staff will notarize forms free of charge, if the signer presents valid picture identification. Blank forms are available at the Secretary of State's office.